

OFFICE OF THE DIRECTOR

Action Memorandum No. A-303

Date 23 October 1963

TO : Deputy Director/Intelligence Comptroller
Deputy Director/Plans General Balmer
Deputy Director/Science and Technology D/NIPE
Deputy Director/Support General Counsel

SUBJECT : The Establishment of a Centralized Record of All Inter-Agency Meetings at Which Agency Personnel are Represented

REFERENCE:

1. It is important that we possess a centralized record of the various inter-Agency meetings that Agency personnel attend. This will provide a means to establish a clearing house for seeing that there is no duplication in our attendance at these meetings; it will also provide a means to make certain that Agency representation at these meetings serves all Agency interests as effectively as possible.

2. In this connection I would appreciate your office providing by 14 November the following information on each meeting attended by personnel of your component:

- a. The name and purpose of each meeting.
 - * b. Who chairs it.
 - c. Where it meets and the time and frequency of each meeting.
 - d. A brief description of the type of business discussed.
 - e. Who from your component attends this meeting.
3. Are Agency personnel from components other than yours present at these meetings? If so, who?

14 NOV 1963

SUSPENSE DATE: 14 NOV 63

11
C
T
1
O
W

M
E
M
O
R
A
N
D
U
M

g. Is any business taken up that affects Agency components other than your own? If so, do you have an agreement to represent that Agency component at the meeting?

h. Are minutes of the meeting kept?

3. It is not necessary, of course, to mention ad hoc meetings^{SCOT} irregular and informal meetings between desk chiefs, etc. What I do have in mind are: task forces, panels, seminars and agency meetings (other than CIA) which CIA officers attend.

**Lyman B. Kirkpatrick
Executive Director**

CONFIDENTIAL

TRANSMITTAL SLIP		DATE 24 Oct 63
TO: CIA Records Administration Officer <i>ic/25</i>		
ROOM NO. 604	BUILDING 1016 16th Street	
REMARKS: Please report to this Office the information requested in the attached Action Memorandum No. A-303. In view of the 14 November deadline to the Executive Director it is requested that your replies be submitted not later than 8 November. RBF /s /fmf		
FROM: Executive Assistant to the Deputy Director (Support)		
ROOM NO. 7D18	BUILDING Hqs.	EXTENSION <div style="border: 1px solid black; width: 40px; height: 15px;"></div>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445 (47)

STAT